

ABOUT ME

Self-starter is highly motivated, organized, and passionate about achieving goals. Maintains a positive attitude in the face of adversity and thrives when learning about new projects. Independent worker can support a team.

CONTACT

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517-888-4369

4810 Eastlawn Dr.,
Lansing, MI 48910

EDUCATION

 **SIENA HEIGHTS UNIVERSITY**
Bachelors in Community
Service Systems
2014

 **LANSING COMMUNITY COLLEGE**
Associate in General Studies
2005

ERIN LINSCOTT

OBJECTIVE

Seeking a part time position where my positive attitude, dedication, and strong work ethic help your company reach its goals.

EXPERIENCE

VOLUNTEER EVENTS PLANNER

(January 2015-Present)

- Venue contact, set-up, maintaining relations
- Social media marketing/promotion of events
- Scheduling and organization
- Contacting vendors/donors
- Public speaking
- Arranged fundraisers
- Working and maintaining relations with clientele

PET SITTER/HOUSE SITTER

(May 2018-Present)

- Clear communication with pet/homeowners
- Scheduling appointments and maintaining calendar

VOLUNTEER MSU CHILD DEVELOPMENT LAB

(2005-Present)

- Assisting in classrooms
- Staff and child interaction
- Answering customer/family questions
- Aid with lunch, cleaning, naptime and other duties as necessary
- Experience with Developmentally Appropriate Practice

SKILLS



REFERENCES

Davelle Hawkins - Causeway Bay

Email: hawkins.davelle@causewaybaylansinghotel.com

Phone: 517-391-2668

Heather Kluemper - Previous Supervisor at Optimal Medical Staffing

Phone: 517-394-1234

Irv Leshner III - CEO American Collegiate Marketing

Cell: 517-980-2917

Laurie Linscott - Director MSU Child Development Labs

Cell: 517-420-1275

Work: 517-355-1900